



Human Resources

DATE POSTED: September 21, 2005

REQ. # 05-207

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **09-21-2005** TO **09-27-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
GROWTH MANAGEMENT

POSITION AVAILABLE
ECONOMIC DEVELOPMENT ANALYST

OF OPENINGS
1

STARTING SALARY
\$40,577.06 / year

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 828
PAY GRADE 21
SALARY: \$40,577.06 - \$64,079.18
ECONOMIC DEVELOPMENT ANALYST

MAJOR FUNCTION: Professional economic development position in the Tourist & Economic Development Division of the Growth Management Department. Promotes economic growth within the County at existing businesses and assists in attracting new businesses to the County. Maintains contact at all levels of the County in support of economic development - education, business, associates, government and etc. The incumbent is responsible to and serves under the supervision of the Tourist & Economic Development Manager(TED).

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION: **Knowledge:** Current Economic Development goals and plans; Economic principles and practices; Computer skills especially on the internet, excel and contact programs; local government operations, with particular reference to state, county and city management. **Abilities:** Ability to analyze and interpret business data. Ability to maintain complex administrative records. Ability to establish and maintain a satisfactory working relationship with employees, government officials, private organizations and general public. Ability to effectively represent the Division to state and federal officials and the general public. Ability to present information, ideas and recommendations clearly in written and verbal form. Ability to supervise secretarial and clerical staff members, including assignment of work and review of same.

ESSENTIAL JOB FUNCTIONS:

Monitor and follow up with individual companies having a Job Growth Investment Grant(JGIG) or ad valorem tax abatement. Verify performance and process check request. Manage and continually improve the Business Retention and Expansion (BRE) program including individual business survey, follow up, education, training and other activities that promote the local business. Work with Economic Development Council and TED Manager on new business opportunities including preparation of JGIG Agreement and trade shows. Develop marketing tools to support local business such as training updates, new demographics and etc. Maintain contact at all levels of the County in support of economic development — education, business, associates, government and etc. Assist with the marketing, development and administration of Airport Commerce Park and Research and Education Park. Perform other projects and duties as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of hands and fingers with dexterity. Good vision and hearing with or without correction. Periodic light lifting and carrying (30 pounds or less), reaching above shoulders, kneeling, bending and squatting. Ability to operate County automobile for a period of one hour.

ENVIRONMENTAL CONDITION REQUIREMENTS: Frequent attendance at meetings inside and outside the County office buildings. Frequent field trips to unimproved and improved sites.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work. Periodic field visits to undeveloped areas with attendant hazards.

EDUCATION: Graduation from an accredited college or university with a degree in business administration, economics or related field. Continuing education is a must. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Degree in business administration, economics or related field plus two years in economic development. Experience in St Lucie government and lifestyle.

LICENSE, CERTIFICATION OR REGISTRATION: Must have a valid Florida driver's license and maintain a good driving record.

Created 08/2005

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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